

STATINTL

Agency-wide <sup>Records</sup> Program.

HR [ ] establishes a continuing Records Program to control & improve records from creation ~~to~~ or receipt to their disposition. The regulation prescribes policies & steps for carrying out the Program.

6 elements:

Regts

Corres

Forms

File procedures

Recordship controls - schedules

Vital records.

Workshops

Decentralized program

Records Mgmt Bd. -  
1968 - <sup>may</sup> 1972.

Dir. Rono's -

Records Conferences

Archives Program

25 YEAR  
RE-REVIEW

Review of Records Training - in OTR

Microfilm cables

destroyed 750 to 800 cu ft.